



AGENDA

City of Flagstaff

HERITAGE PRESERVATION COMMISSION

4:00 PM – Wednesday, November 19, 2014

Flagstaff City Hall, **Staff Conference Room**, 211 W. Aspen Avenue



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Michelle Book 928-213-2906 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

CALL TO ORDER

COMMISSION MEMBERS:

Tom Paradis, Chair
Phil Scandura, Vice Chair
Sean Berry
Lynne Corbin
Jonathan Day
Laurel Dunn
David Zimmerman

CITY STAFF:

Karl Eberhard, Staff Liaison
Michelle Book, Recording Secretary

I. PRELIMINARY GENERAL BUSINESS

1. PUBLIC COMMENT

- a. (At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)*

2. ANNOUNCEMENTS

- a. (Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)*

3. APPROVAL of MINUTES.

Regular Meeting of October 15, 2014

II. OLD BUSINESS

(Continued, postponed, and tabled items.)

None

III. NEW BUSINESS

1. Solberg Cottages (Aspen)

Address:	519 – 523 W. Aspen
Assessor's Parcel Number:	100-23-002A
Property Owner:	Alphabet Trees, LLC
Applicant:	Architectural Design Studio
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Approval – Certificate of No Effect

This is a proposal to rehabilitate both cottages including new foundations, reconstruction of rear additions and front porches, removal of attic finishes (and uses), removal of dormers, restoration of exterior finishes, replacement of windows, and various other repairs. This work will raise the finish floors +/- 12" and will nominally add to the footprint of the structures (16 SF). The project is located in the Townsite Overlay Zone (historic district) and the structures are contributing structures of the Townsite National Register Historic District. A Cultural Resource Study was not required for this application. Large format plans are available for public review at the Historic Preservation Office (City Hall). This Public Hearing was noticed by on-site posting on November 4, 2014.

RECOMMENDED ACTION: Approve – Certificate of Appropriateness

2. Historic Facades and Signs Grant – Solberg Cottages (Aspen)

Address:	519 – 523 W. Aspen
Assessor's Parcel Number:	100-23-002A
Property Owner:	Alphabet Trees, LLC
Applicant:	Architectural Design Studio
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Approval of \$10,000 in HF&S Grant funding

This is a proposal to rehabilitate both cottages including new foundations, reconstruction of rear additions and front porches, removal of attic finishes (and uses), removal of dormers, restoration of exterior finishes, replacement of windows, and various other repairs. This work will raise the finish floors +/- 12" and will nominally add to the footprint of the structures (16 SF). The project is located in the Townsite Overlay Zone (historic district) and the structures are contributing structures of the Townsite National Register Historic District. HF&S Grants cover 50% of costs and the Applicant has provided an estimate for the work exceeding \$20,000.

RECOMMENDED ACTION: Approve \$10,000 in HF&S Grant funding with a condition that funds not collected in one year are forfeit.

3. Solberg Cottages (Bonito)

Address:	14 – 16 Bonito Street
Assessor's Parcel Number:	100-23-002B
Property Owner:	Alphabet Trees, LLC
Applicant:	Architectural Design Studio
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Approval – Certificate of No Effect

This is a proposal to rehabilitate both cottages including reconstruction of rear stoops, replacement of windows, and various other repairs. Proposal includes a new 200 SF storage shed and rear yard improvements – raised planters, walks, and fencing. The project is located in the Townsite Overlay Zone (historic district) and the structures are contributing structures of the Townsite National Register Historic District. A Cultural Resource Study was not required for this application. Large format plans are available for public review at the Historic Preservation Office (City Hall). This Public Hearing was noticed by on-site posting on November 4, 2014.

RECOMMENDED ACTION: Approve – Certificate of Appropriateness

4. Historic Facades and Signs Grant – Solberg Cottages (Bonito)

Address:	14 – 16 Bonito Street
Assessor's Parcel Number:	100-23-002B
Property Owner:	Alphabet Trees, LLC
Applicant:	Architectural Design Studio
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Approval of \$10,000 in HF&S Grant funding

This is a proposal to rehabilitate both cottages including reconstruction of rear stoops, replacement of windows, and various other repairs. Proposal includes a new 200 SF storage shed and rear yard improvements – raised planters, walks, and fencing. The project is located in the Townsite Overlay Zone (historic district) and the structures are contributing structures of the Townsite National Register Historic District. HF&S Grants cover 50% of costs and the Applicant has provided an estimate for the work exceeding \$20,000.

RECOMMENDED ACTION: Approve \$10,000 in HF&S Grant funding with a condition that funds not collected in one year are forfeit.

5. Discussion – Phase II Cultural Resource Studies

Address:	Varies
Property Owner:	Varies
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Discussion only

Discussion regarding Commission expectations of content and detail in Phase II Cultural Resource Studies. The Zoning Code requires "(sic) complete text descriptions, as-built plans, and archival grade photography, of all aspects of the cultural resource(s)." Staff will present various standard models (of content and detail) for consideration and will work with the Commission to develop a document for public reference that puts forth the Commission's expectations.

RECOMMENDED ACTION: Discussion only

IV. CONCLUDING GENERAL BUSINESS

1. REPORTS

- a. Staff Report – Review of projects approved by staff consent.

2. ANNOUNCEMENTS

(Informal Announcements, Future Agenda Items, and Next Meeting Date)

- a. Next Regularly Scheduled Meeting: December 17, 2014
- b. Future Agenda Items

ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on November 14, 2014 at 3:50 p.m. in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 14th day of November, 2014.

Michelle Book, Administrative Specialist